



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



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**FISCAL YEAR 2004
CHILD AND ADULT CARE FOOD PROGRAM
FAMILY DAY CARE HOME SPONSOR MEMO #8**

TO: Family Day Care Home Sponsors

FROM: Cheryl Schubel, Acting Supervisor
Child and Adult Care Food Program

DATE: May 19, 2004

SUBJECT: FISCAL YEAR 2005 PROVIDER APPLICATION PROCEDURES

The procedures to be used for the Fiscal Year 2005 provider application process are described in this memorandum. Please duplicate this memorandum in its entirety and distribute to all staff involved in the application process.

Documents On File With The Sponsor

The following items must be on file with the sponsor for each provider who will be participating in the Child and Adult Care Food Program during Fiscal Year 2005:

- FY 2005 SM 4200 Home Application
 - Permanent Provider/Sponsor Agreement
 - When applicable, appropriate documentation related to Tier 1 eligibility
 - Verification of the provider's State of Michigan, Child Day Care Registration/License
- Acceptable documentation of the provider's registration/license includes a copy of one or more of the following:
- Registration/license
 - State of Michigan, Child Day Care Licensing web page with the provider's name and applicable data highlighted
 - State of Michigan, Child Day Care Licensing CT 140 printout with the provider's name and applicable data highlighted
 - State of Michigan, Child Day Care issuance letter * that includes all of the following:
 - Name of provider
 - Address of provider
 - License/registration number
 - Statement indicating the license/registration has been issued
 - Effective and expiration dates
 - Terms (capacity, age, etc.) of the license/registration
- *Additional phone documentation required for letters dated prior to January 1, 2004.

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The sponsoring organization is responsible for monitoring the provider's registration/licensing status and updating changes in CNAP throughout the fiscal year.

RENEWING PROVIDERS

Any provider who has signed up for the CACFP prior to September 30, 2004 and was an active site in CNAP with the same sponsor will be considered a renewing provider. The provider site data from each active site in FY 2004 will carry forward (roll over) to the provider site page in FY 2005. This action (roll over) will occur when the sponsor initially opens the FY 2005 FDCH sponsor application in CNAP. The sponsor must activate or inactivate each provider site application for FY 2005.

To Inactivate A Provider Application For FY 2005:

1. Change the Activity Status on the provider site page
2. Press SUBMIT

To Activate A Provider Application For FY 2005:

1. Review the provider site data carried forward from FY 2004
2. Update items, if applicable
3. Check **Yes** to the question, "Is all the data for this site correct?" at the end of the site questions
4. Submit the provider application by pressing the SUBMIT button at the bottom of the site page.

Providers Added To CNAP *After* The Rollover For FY 04 And FY 05 Approval:

The provider site data from FY 2004 will not rollover to FY 2005 because the data was not available at the time the sponsor initiated the FY 2005 sponsor application. Therefore, the provider application data will need to be entered and submitted for both fiscal years.

1. Add the provider site data in the FY 2004 application
2. Press SUBMIT (this is the approval date for FY 2004)
3. Add the provider site data in the FY 2005 application
4. Press SUBMIT.

Approval Date

The approval date will be October 1, 2004 for all renewal FY 2005 applications submitted on or before November 30, 2004.

NEW PROVIDERS

Any provider who is signed up for participation in the Child and Adult Care Food Program and was not an active site in CNAP with the current sponsor for FY 2004.

1. Add the provider site data in CNAP.
2. Press SUBMIT.

Approval Dates

The approval date will be October 1, 2004 for all new FY 2005 applications submitted on or before October 1, 2004. New FY 2005 applications submitted after October 1, 2004 are approved the date the application is submitted via CNAP.

The sponsor is responsible for updating all changes to the provider's home application in CNAP throughout the year.

If you have any questions regarding the provider application process please contact Connie Kraft at (517) 373-7391 or kraftc@michigan.gov.